



The rising STAR of Texas

Administrative Financial Analyst

Job Code 50012590

General Description

Provide financial management for the IT Division.

Examples of Duties

Develop recommendations for senior IT leadership team for a variety of business issues. Coordinate the IT business operations to include fiscal operations and planning, contract administration, human resources actions, and departmental liaison activities. Oversee the monitoring of fiscal operations and provide expenditure control. Administer a budget. Coordinate the analysis and preparation of the annual IT budget. Participate in the development of proposals. Coordinate the analysis, development, and implementation of financial services and reports for IT planning and control. Participate in developing and maintaining the organization plan and staffing levels. Oversee completion of external IT management and salary surveys. Audit and approve invoices for contract payments. Provide staff assistance in negotiation, administration, and termination of contracts. Provide financial statements for IT leadership team. Anticipate, identify, communicate and resolve problems. Implement quality improvement activities for the IT business operations process. Provide liaison and consulting services. Oversee multiple administrative or operational projects as assigned by the Vice President. Supervises and trains assigned staff. Represent the IT Division on committees and work groups in these areas. Performs other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of: People and organizations that comprise the Texas State community, accounting practices and relevant University policies and procedures.

Skill in: Preparing clear and correct documents, team work and employee relations, problem solving and decision making, planning, statistical analysis, and other operations, tactical thinking, training.

Ability to: Understand complex legal and technical material; interpret statistical reports; explain complex regulations and policies; read and interpret financial reports; interpret budget and accounting reports; use standard spreadsheet tools; facilitate and provide consultation on budgetary, financial, personnel and other relevant activities; facilitate team activities; manage

multiple tasks; refocus attention to meet new or changing priorities; solve fiscal, budgetary, or personnel problems; assist other in the division in solving financial, budgetary, or personnel problems; work effectively with other organizations.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements